

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 253
PAGE NO. 1.

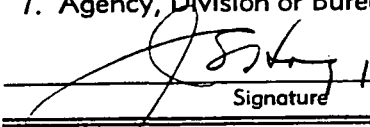
1. Requesting Agency COMPTROLLER OF THE TREASURY	2. Division or Bureau of Requesting Agency ADMISSIONS TAX DIVISION
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3. Authorization Requested (Check only one of the squares below).

- ☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- ☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- ☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>TAX REPORT FILE</u></p> <p>Size: 8½" x 11" Dates: 1936 - - Quantity: 65 drawers active 14 drawers closed accounts (total 120 cubic feet) File Arrangement: County and numerical therein Annual Accumulation: 2 drawers Disposable Amount: 10 cubic feet Audit: State Index: Yes, see Item 2</p> <p>For each business subject to the tax an individual file folder is maintained and an account number issued. Tax reports are submitted monthly by the business. Records included in the file folder are:</p> <p>13 Tax on Admissions and Amusements - 5½% 14 Tax on Admissions and Amusements - ½ of 1% 15 Tax on Admissions and Amusements - 1½% Correspondence Tax Ledger card - ruled for four years' monthly entries</p> <p>Folders of firms which have gone out of business are annually removed to an inactive file.</p> <p>The Division maintains a General Ledger showing tax receipts deposited with the State Treasurer. This ledger is a permanent</p>	

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7. Agency, Division or Bureau Representative		
 Signature	CHIEF ADMISSIONS TAX DIVISION Title	5-8-56 Date
Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.	Disposal Authorized as Indicated in Col. 6 by Board of Public Works.	
5/7/56 Date	M. S. Radloff Archivist	MAY 14 1956 Secretary

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5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

book of entry.

- A. RECOMMENDATION: TAX REPORTS AND CORRESPONDENCE - RETAIN FOR FOUR YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.
- B. RECOMMENDATION: TAX LEDGER CARD - RETAIN FOR FOUR YEARS AFTER BUSINESS BECOMES DEFUNCT, THE ACCOUNT IS CLOSED, AND FINAL AUDIT MADE: THEN DESTROY.

2. INDEX TO TAX REPORT FILE

Size: 3" x 5"
Quantity: 10 drawers
File Arrangement: Alphabetical

An index card is prepared for each person or firm subject to the tax. It shows the name, address, and account number. A geographical cross index is also maintained.

RECOMMENDATION: RETAIN PERMANENTLY

3. EXEMPTION REPORT

Dates: 1950 - -
Quantity: 2 drawers (3 cubic feet)
File Arrangement: Alphabetical
Annual Accumulation: less than $\frac{1}{2}$ cubic foot
Disposable Amount: $1\frac{1}{2}$ cubic feet

Charitable, educational and religious activities are exempt from the Admission and Amusement Tax. The exemption report is usually valid for a short period only.

RECOMMENDATION: RETAIN WHILE VALID AND FOR THREE YEARS THEREAFTER AND THEN DESTROY.

4. ACCOUNTING RECORDS

Dates: 1951 - -
Quantity: 5 drawers ($7\frac{1}{2}$ cubic feet)
File Arrangement: Chronological
Annual Accumulation: 1 drawer
Disposable Amount: $1\frac{1}{2}$ cubic feet
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

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BOARD OF PUBLIC WORKS

MAY 14 1956
Date

Secretary

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Comptroller of the Treasury

Form No.

E-1-S	Distribution of Charges
E-1 and E-1/2	Transmittal
DD-1	Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2)	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)	Formerly BB-1 and BB-2
	Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)
BB-40	Request for Position Action
Budget Form Nos 1 thru 11	Budget Estimates Fiscal Year (13 pages including farm statement)

Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Machine Tapes
Cash Receipts
Auditor's Daily Report

6A

(cont)

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APPROVED BY
SECRETARY OF PUBLIC WORKS

MAY 14 1956

[Signature]
Secretary

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RECOMMENDATION: RETAIN FOR FOUR YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and ^{Deductions} ~~Exceptions~~ - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 2-B, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

6. MASTER AUTHORIZATION

This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the payrate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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BOARD OF PUBLIC WORKS

MAY 14 1956
Date

McLuskey

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7. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A - a standard state-wide
form, prepared annually for each employee

Leave applications
Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER
IS LATER, AND THEN DESTROY.

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APPROVED BY
PUBLIC WORKS
MAY 14 1953

McAuslin
Secretary